

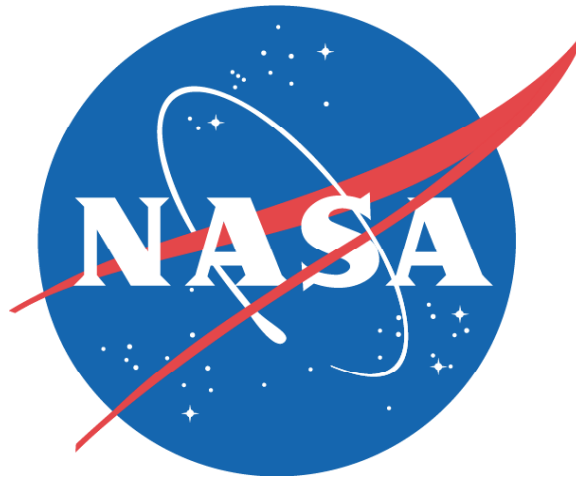
Office Work Instruction

HQOWI 1800-AM002 REV. D

July 5, 2001

Responsible Office: AM/Office of Chief Health & Medical Officer

Subject: Agency Occupational Health Policy and Guidance Formulation & Oversight



OFFICE WORK INSTRUCTION

**AGENCY OCCUPATIONAL HEALTH
POLICY and GUIDANCE FORMULATION
& OVERSIGHT**

Original Approved and Signed by:

Richard S. Williams, M.D., FACS
Chief Health and Medical Officer

Office Work Instruction

HQOWI 1800-AM002 REV. D
July 5, 2001

Responsible Office: AM/Office of Chief Health & Medical Officer

Subject: Agency Occupational Health Policy and Guidance Formulation & Oversight

DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		02/01/99	
Revision	A	04/30/99	Incorporates changes made in response to comments from the Code U review and the DNV Pre-Assessment Report.
Revision	B	08/17/99	Incorporates changes to eliminate letter version designations and correct titles on reference documents.
Revision	C	05/01/00	Administrative update to transfer Responsible Office from Code U to Code AM. Old Code U # was U013.
Admin Update	C	05/04/01	Administrative changes to achieve agreement in section 5, 6 and 7 in the language for quality record identification. Addition of outside process link to the approval process of NPD, NPG, and NPC documents in step 9 of section 5 and 6. Title Change to incorporate the guidance function.. Addition of Principal Center in sections 3 Definition.. Process map update to identify decision points and processes. Additional language to section 6 to distinguish policy and guidance.
Revision	D	07/05/01	Administrative changes to reflect new titles and additional oversight responsibilities for the Office of the Chief Health and Medical Officer (OCHMO)

Office Work Instruction

HQOWI 1800-AM002 REV. D
July 5, 2001

Responsible Office: AM/Office of Chief Health & Medical Officer

Subject: Agency Occupational Health Policy and Guidance Formulation & Oversight

1. Purpose

This OWI defines the process used by the Office of the Chief Health and Medical Officer (OCHMO) personnel in formulating NASA policy and guidance in the area of occupational health and safety.

2. Scope and Applicability

This Office Work Instruction (OWI) describes the process for NASA's development of occupational health policy and guidance and provision of oversight. The objective of these policies is to ensure: 1) protection of the NASA workforce to the highest extent possible; 2) agency-wide consistency in addressing occupational hazards throughout NASA; and 3) NASA compliance with Occupational Health and Safety Administration standards and policies. These policies are implemented based on standards developed by personnel at the Kennedy Space Center, Principal Center for implementing NASA's Occupational Health Program (OHP). Within the OCHMO, located in the Office of the Administrator, the Director, Occupational Health, reporting directly to the Chief Health and Medical Officer (CHMO) is responsible for the OHP and works closely with the Principal Center in formulating and implementing NASA's occupational health policies.

3. Definitions

- 3.1 Designated Agency Safety and Health Official (DASHO) – The DASHO, whose responsibilities are defined in E.O. 12196 and 29 CFR Part 1960, is the Chief Health and Medical Officer.
- 3.2 Chief Health and Medical Officer (CHMO) – Serves as the principal advisor to the Administrator and other senior officials on health and medical issues, budget and policy and provides oversight of health care delivery, professional competency, quality assurance, and the safety of human and animal research subjects.
- 3.3 External Organizations - Organizations involved in developing and determining policy on occupational health-related issues. These include the American Industrial Hygiene Association (AIHA), the American Conference of Governmental Industrial Hygienists (ACGIH), the Occupational Health and Safety Administration (OSHA), the National Institute for Occupational Safety and Health (NIOSH), the Environmental Protection Agency (EPA) and the National Academy of Sciences (NAS).
- 3.4 Principal Center- The Principal Center for the Occupational Health Program is the Kennedy Space Center (KSC). The Principal Center staff, responsible for the day-to-day management and implementation of the constituent elements of the Agency Occupational

Office Work Instruction

HQOWI 1800-AM002 REV. D
July 5, 2001

Responsible Office: AM/Office of Chief Health & Medical Officer

Subject: Agency Occupational Health Policy and Guidance Formulation & Oversight

Health Program, reports functionally to the OCHMO and administratively to the Safety, Health and Independent Assessment (SHIA) Directorate at KSC.

- 3.5 NASA Codes – Functional offices within NASA Headquarters such as Environmental Management, Safety, and Personnel whose regulatory functions occasionally interface with occupational health. These organizations often work with the OCHMO in the development of occupational health policies via the NASA Health Council.
- 3.6 NASA Health Council (NHC)- The NHC is responsible for providing a process for establishing and ensuring implementation of policies and uniform standards in occupational health agency-wide. Primary NHC members include the Enterprise AAs who provide the institutional funding to Centers to carry out occupational health policy implementation.
- 3.7 Director, Occupational Health (DOH) – The chief liaison between the Chief Health and Medical Officer (CHMO) and the NASA Principal Center for Occupational Health (see 3.3) as defined in NPD 1800.2A, NASA Occupational Health Program. The DOH routinely represents the CHMO in senior management forums and functions as the CHMO's administrative deputy.

4. Reference Documents

- 4.1 Executive Order 12196, Occupational Safety and Health Programs for Federal Employees. (<http://nodis.hq.nasa.gov/Library/Directives/NASA-WIDE/nasaeoas/contents.html>)
- 4.2 29 Code of Federal Regulations (CFR) Part 1960, Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters. (<http://www.access.gpo.gov/nara/cfr/cfr-table-search.html>)
- 4.3 NPD 1800.2A, NASA Occupational Health Program
- 4.4 NPD 1810.1A, NASA Occupational Medicine Program
- 4.5 NPD 1820.1A, NASA Environmental Health Program
- 4.6 NPD 1830.1A, NASA Employee Assistance Program
- 4.7 NPD 1840.1A, NASA Workers' Compensation Program
- 4.8 NPG 1000.3, The NASA Organization
- 4.9 Memorandum of Understanding between NASA Headquarters and the Kennedy Space Center (KSC), Support of the Occupational Health Program, September 1996

Office Work Instruction

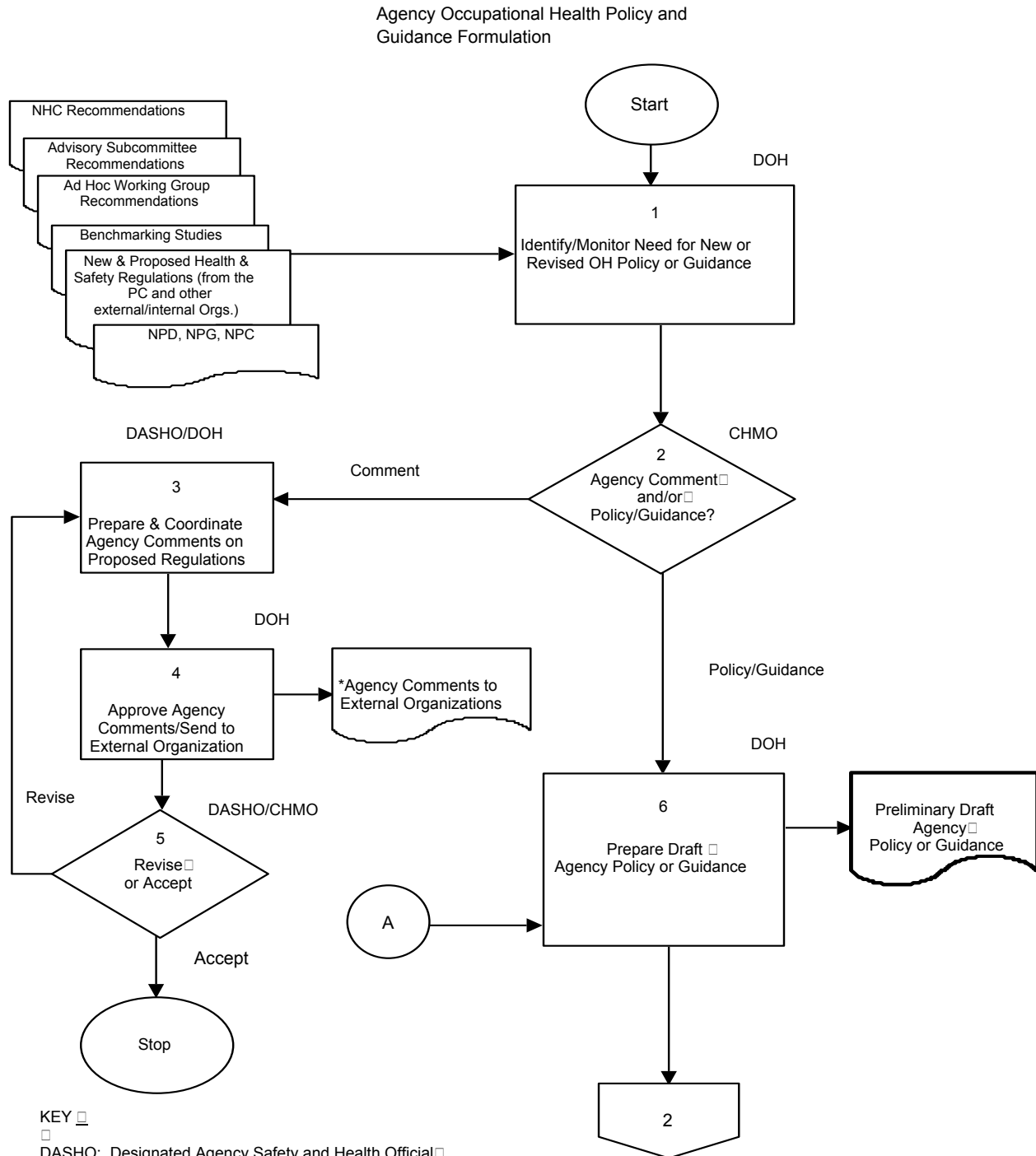
HQOWI 1800-AM002 REV. D

July 5, 2001

Responsible Office: AM/Office of Chief Health & Medical Officer

Subject: Agency Occupational Health Policy and Guidance Formulation & Oversight

5. Flowchart



* Denotes Quality Record

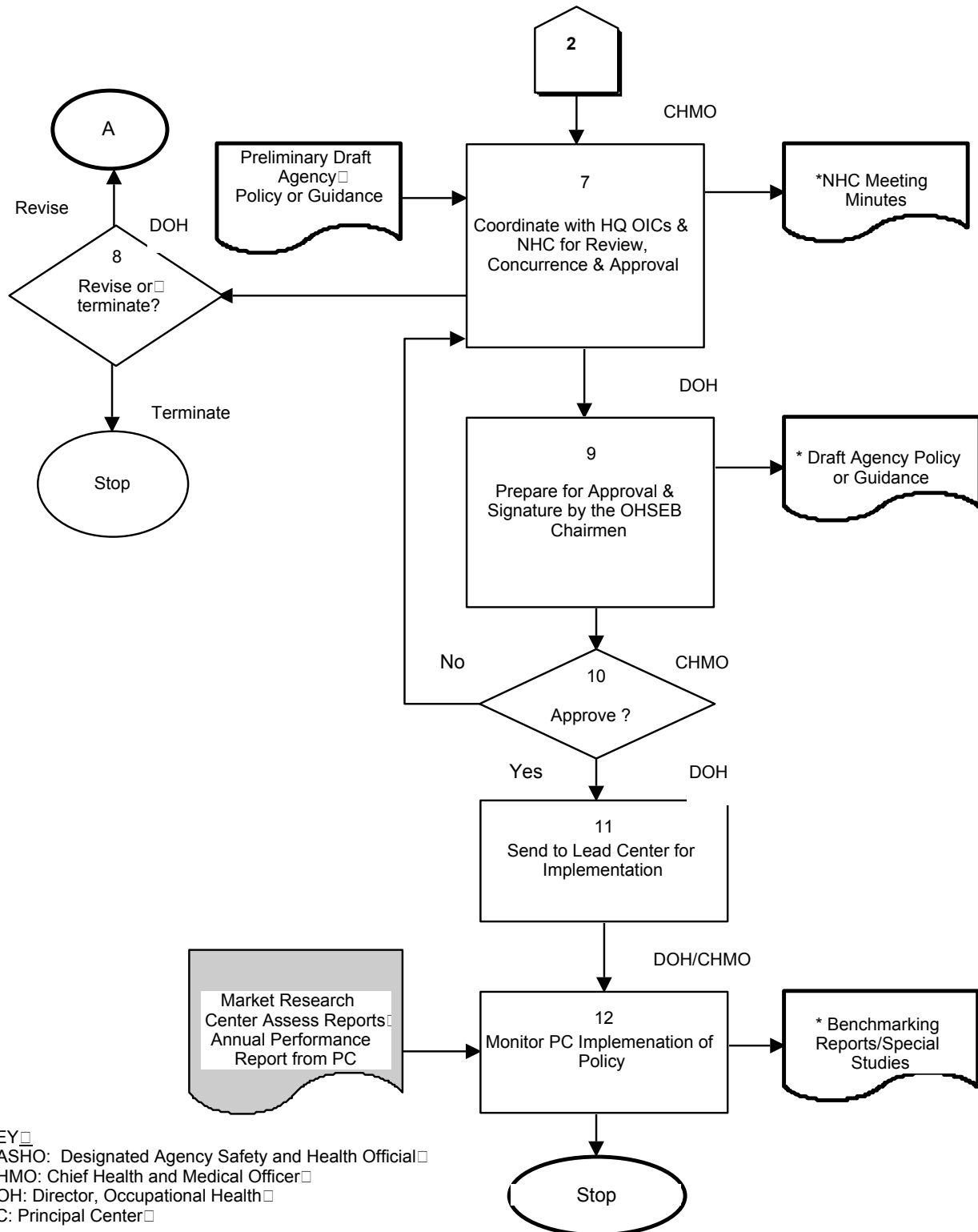
Office Work Instruction

HQOWI 1800-AM002 REV. D

July 5, 2001

Responsible Office: AM/Office of Chief Health & Medical Officer

Subject: Agency Occupational Health Policy and Guidance Formulation & Oversight



Office Work Instruction

HQOWI 1800-AM002 REV. D
July 5, 2001

Responsible Office: AM/Office of Chief Health & Medical Officer

Subject: Agency Occupational Health Policy and Guidance Formulation & Oversight

6. Procedure

The following table describes the process depicted in the flowchart in Section 5. The number at the left of the table corresponds to the numbers in the activity boxes in the flowchart.

#	Responsible Party	Activity Description
1	Director, Occupational Health (DOH)	Monitor and participate in activities of external organizations in the area of occupational health and safety as necessary. Based on inputs from the NHC, recommendations from the Principal Center staff, and other advisory groups, identify need for new Agency policy or revisions in current policy to address health hazards. Review results of benchmarking reports, special studies, and/or annual assessment reports of NASA's occupational health program to determine if action is required. Coordinate with Principal Center in developing recommendations. Present recommendations to the CHMO for concurrence and final approval.
2	Chief Health and Medical Officer (CHMO)	Review DOH and Principal Center recommendations and determine if new or revised policy is required or if Agency comments should be submitted in response to notices of proposed standards. Assign action, as appropriate.
3	Director, Occupational Health (DOH)	Prepare draft Agency comments on proposed standard, coordinating with Principal Center. Principal Center determines if comments require review by other NASA Field Centers and provides response.
4	Director, Occupational Health, (DOH)	Coordinate draft comments with appropriate NASA Headquarters' officials in charge and the Office of the Administrator. Submit to DASHO (see Section 3.1) for approval.
5	Designated Agency Safety and Health Official (DASHO)	Review comments to determine whether comments should lead to revision or acceptance of proposed occupational health regulations. If the activity is not accepted revise Agency comments on proposed standard/regulation.
	Director, Occupational Health (DOH)	Send approved Agency comments to the external organization's proposed Occupational Health Standards.
6	Director, Occupational Health (DOH)	Prepare preliminary draft of agency occupational health policy for review within NASA.

Office Work Instruction

HQOWI 1800-AM002 REV. D
July 5, 2001

Responsible Office: AM/Office of Chief Health & Medical Officer

Subject: Agency Occupational Health Policy and Guidance Formulation & Oversight

#	Responsible Party	Activity Description
7	Chief Health and Medical Officer (CHMO)	<p>Coordinate the draft policy for review, concurrence, and approval. The document is coordinated with the Office of the Administrator, NASA Headquarters' officials in charge, and the Principal Center. A coordinated review is necessary to ensure that the proposed policy is complete and suitable for operations throughout the Agency.</p> <p>If necessary, a meeting of the NHC, chaired by the CHMO, may be held to revise and concur with the policy/guidance. The results of the meeting are documented in NHC Meeting Minutes, which are distributed to Council members.</p>
8	Director, Occupational Health (DOH)	Revise or terminate action. Return to Step 6 to revise policy /guidance to incorporate review comments. Repeat coordination, as required. Activity may be terminated if it is decided that no policy change is needed.
9	Director, Occupational Health (DOH)	Prepare draft Agency Policy for presentation to the CHMO for final approval and signature.
10	Chief Health and Medical Officer (CHMO)	Approve policy/guidance. Sign policy and/or guidance document if approved. If not approved, go to step 7 to coordinate further to resolve issues.
11	Director, Occupational Health (DOH)	Send signed policy to Principal Center, which is responsible for developing Agency standards to implement the policy agency wide.
12	Director, Occupational Health (DOH)	Monitor Principal Center's implementation of policy through regular contact with PC. Review Center Site Assessment Reports, market surveys, and the Annual Occupational Health Performance Assessment Report prepared by the PC. Report and advise CHMO on status of PC policy implementation.
	Chief Health and Medical Officer (CHMO)	Commission Benchmarking Reports , Special Studies, and/or market surveys as required to compare NASA performance with peers, to assess need for new requirements, and to validate proposed policy implementation strategy.

Office Work Instruction

HQOWI 1800-AM002 REV. D
July 5, 2001

Responsible Office: AM/Office of Chief Health & Medical Officer

Subject: Agency Occupational Health Policy and Guidance Formulation & Oversight

7. Quality Records

<i>Record Identification</i>	<i>Owner</i>	<i>Location</i>	<i>Media Electronic/ Hard Copy</i>	<i>Schedule and Item Nos.*</i>	<i>Retention/ Disposition</i>
Agency Comments to External Organizations (On Proposed Occupational Health Standards)	Director, Occupational Health (DOH)	Office of Chief Health and Medical Officer (AM)	Hard Copy	Schedule 1, Item 22.B	Destroy or delete when 2 years old.
NASA Health Council Minutes	Director, Occupational Health (DOH)	AM	Hard Copy	Schedule 1, Item 14.B.1	Permanent Retire to RFC when 2 years old. Transfer to NARA when 20 years old., whichever is sooner
Draft Agency Policy/Guidance: Memoranda on Occupational Health and Safety	Chief Health and Medical Officer (CHMO)	AM	Hard Copy	Schedule 1, Item 22.A	Permanent Retire to FRC when 5 years old in 5-year blocks. Transfer to NARA when 10 years old.
Benchmarking Report Special Studies	Director, Occupational Health (DOH)	AM	Hard Copy	Schedule 1, Item 22.B	Destroy or delete when 2 years old.

* Quality Records are retained in accordance with the referenced schedule and item number from NPG 1441.1, *NASA Records Retention Schedules*